Kansas
Office of the Governor
Office of Information Technology Services

Executive Branch Electronic Mail Consolidation

Office 365 Live!

End User Rollout for KDADS

Hosts:
JR Growney
Michael Wehking
Angela de Rocha

Office 365

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Office 365

- Office Suite with subscription
  - Post-migration updates via Agency's Help Desk
- Office on PCs, tablets, and phones
- Office Online
- Email and calendars; desktop or web
  - 50Gb mailbox
  - 25Mb message size limit*
- Simple file storage and sharing
- Up to date

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When

- Overall, targeted migrations for KDADS by end of June
- Communications will target specific individuals with specific migration dates
- Currently validating end users
  - Email and Network Login review
  - New or invalid users

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What is migrating

- For end users, group accounts, shared accounts, rooms and resources
  - Email
    - Email will continue to flow via your current address until approximately end of CY 2017
  - Calendar
  - Contacts
  - To-do’s migrated

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Emails and Network Login

O365 is Coming

https://oits.ks.gov/email-consolidation

Passwords	Email Address	Network Login
Your Password will remain the same.	All Email Addresses will be: • Firstname.Lastname**@ks.gov** • ONLY Exception for those few employees that share a first & last name • Those address will include an initial or number to distinguish	**Your Network Login that you use to log into your computer will change** Firstname.Lastname@<domain>.ks.gov Your domain will reflect your agency: doa = Department of Administration go = Office of the Governor

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Known Migration Hurdles

- Some autocomplete entries corrupted
- Global Distribution Lists
- Deleted folder having subfolders

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Preparations

- Data cleanup soonest; still time to clean up unnecessary folders
  - Empty your deleted folder*
  - Sent folder clean
- Note any email and/or calendars you may be sharing
- Note any personal contact lists

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Known Coexistence

Waiting for others…

- Utilize old network login when trying to connect to something that hasn't moved:
  - Shared Resources that don't move with you
- Calendar Free/Busy
- Presence information in both Outlook

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First Things First

- Connecting to Outlook
  - Use New Network Login
  - Multiple prompts may need old login
  - See the Post-Migration Users Guide
- Connecting to Portal
  - Authentication on the network
  - Set the Time Zone
- Configuring mobile devices in accordance with your agency processes
- Re-share calendars and folders once everyone is in the cloud
- Let us know if there are issues

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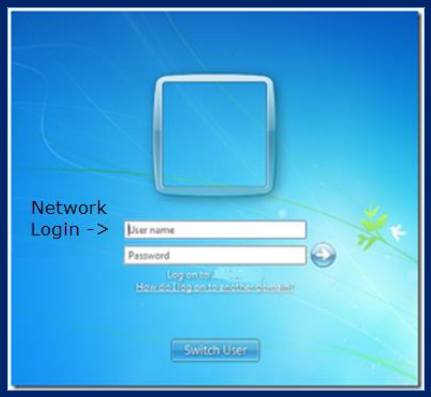
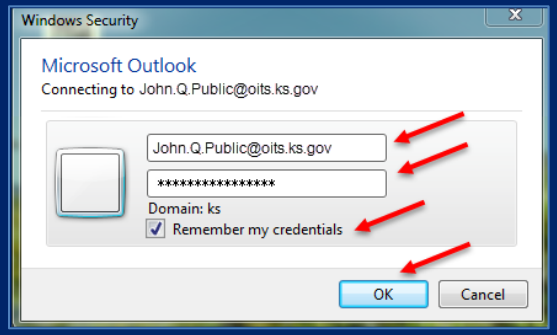
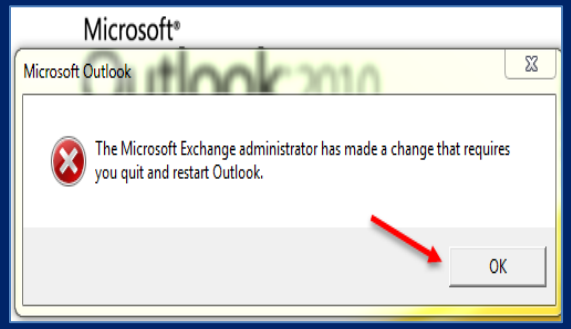
First Things First

Network



Outlook Client





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Resources

- Website
  - https://oits.ks.gov/email-consolidation/
- Feedback:
  - https://oits.ks.gov/email-consolidation/questions-feedback
- Training/Education
  - https://oits.ks.gov/email-consolidation/o365-training-resources

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Demo

- Portal
  - http://portal.office.com

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Office 365 Live! Feedback

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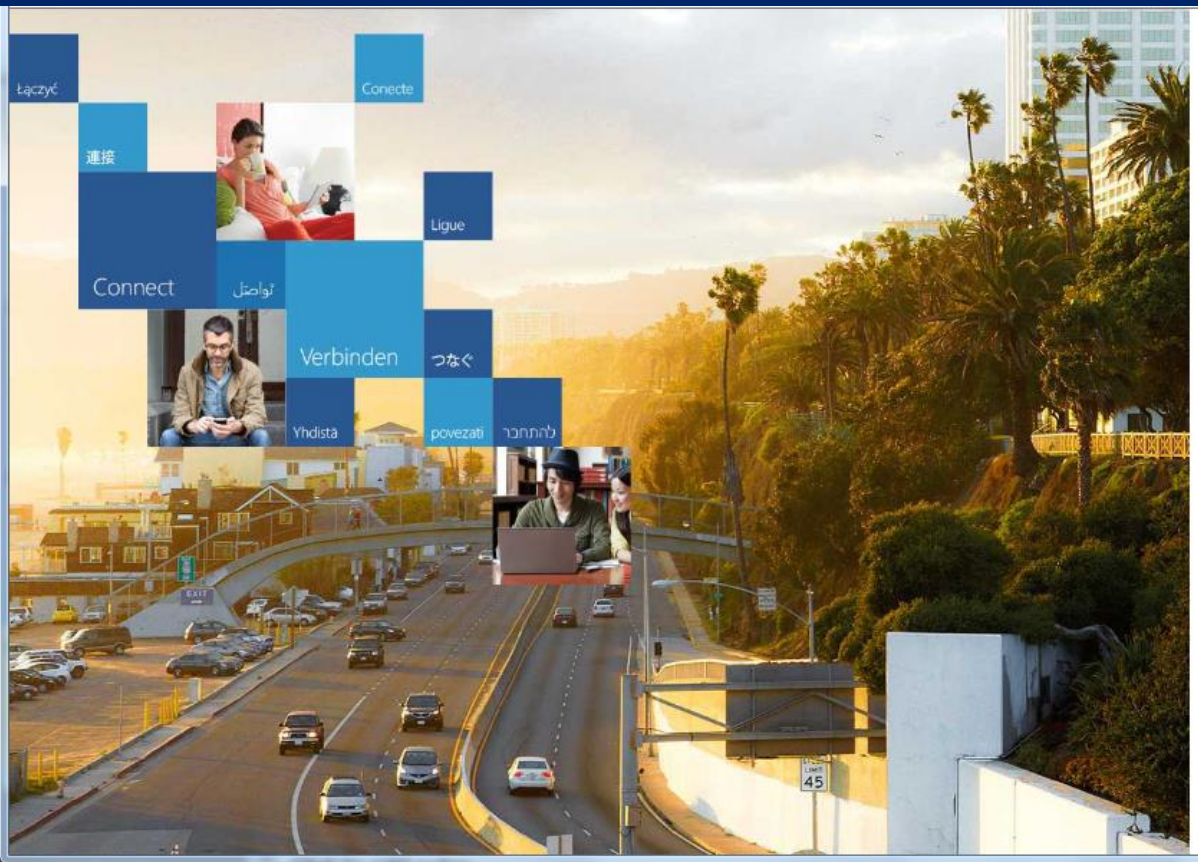
Backup Slides

- Portal Sign-in



Office 365

Work or school account

john.public@oits.ks.gov

Password

Keep me signed in

Sign in | Back

Can't access your account?

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Microsoft

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Backup Slides

- Portal Mail

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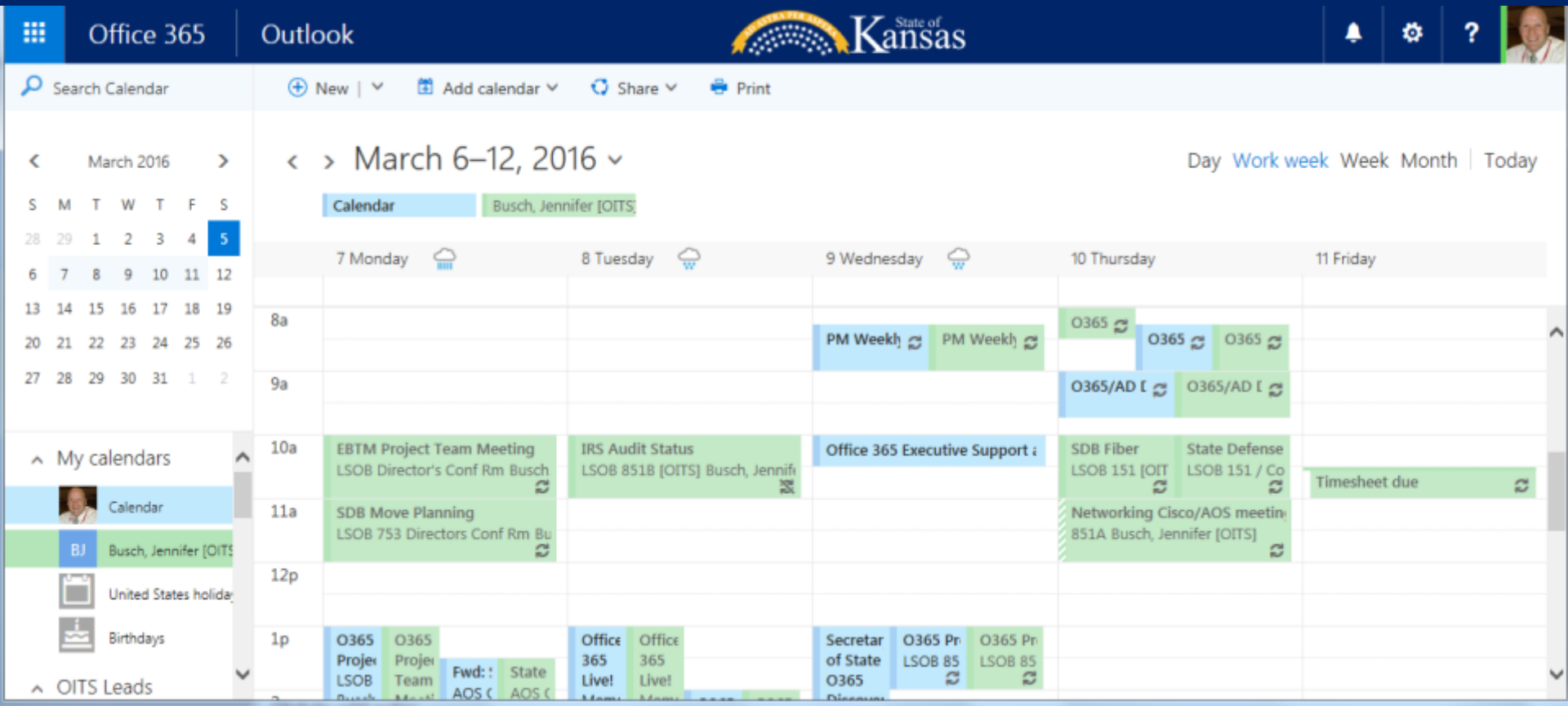
- Portal Calendar